

EXHIBIT A  
Installation  
ReportElectrical Business Machines Survey  
for House Appropriations Committee

OGE	Location: Washington, D. C.
Account E	Appropriation or other Budget Identification
CIA	██████ - Operations CIA STATINTL

## Units of Equipment - Rented or Owned - June 30, 1953

Trade Name:	Description:	No. of Units:	Percent of Utilization F.Y. 1953 :	Annual Rental:	Purchase Price	
					Under 3 Years of Age:	Over 3 Years of Age
IBM	*024 Punch	20	61	8,700.		
IBM	031 Punch	1	70	300.		
IBM	056 Verifier	10	56	5,700.		
IBM	077 Collator	6	58	6,240.		
IBM	089 Collator	2	52	5,280.		
IBM	082 Sorter	9	55	6,480.		
IBM	**285 Acct. Mach.	1	20	1,440.		
IBM	402 Acct. Mach.	2	65	12,360.		
IBM	403 Acct. Mach.	3	54	21,420.		
IBM	407 Acct. Mach.	4	63	38,400.		
IBM	514 Reproducer	5	54	7,080.		
IBM	**551 Interpreter	1	10	600.		
IBM	552 Interpreter	3	53	2,700.		
IBM	602A Cal. Punch	2	32	5,880.		
IBM	954 Fac. Posting	1	10	300.		
				122,880.		
			Fed. Exc. Tax 10%	12,288.		
Total		70		135,168.		

\* Includes 1 machine used exclusively by U.S. Treasury Disbursing Office.

\*\* This equipment acquired for exclusive use of U.S. Treasury Disbursing Office and is specialized to the extent that it cannot be utilized for any other purpose.

Note: 760 hours of overtime averaged monthly for which no overtime rental was paid.

Operating Data 1953 Fiscal Year			
		Man Years	Amount
Analysis of Contract Services:	Operating Personnel	35	138,942
	Supporting Personnel	6	22,285
	Other Personnel	10	54,290
	Total	51	215,517
None	Machine rental	xxx	137,749.19
	Card and paper supplies	xxx	24,657.
	Contract services	xxx	--
	Total		162,406.19

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**Planned Expansion or Reduction in F.Y. 1954:**

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Equipment Reduction		Equipment Expansion	
No. of Units	Description	No. of Units	Description
6	024 Punch	1	407 Acct. Mach.
3	056 Verifier		
1	602A Cal. Punch		
1	954 Fac. Posting		
1	403 Acct. Mach.		

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**Functions Performed:**

Supplies accounting and statistical tabulating service to administrative and selected operational Agency activities; Collaborates with representatives of these activities in conducting studies of reporting problems and of new and existing procedures to determine the feasibility of machine application. Develops and writes detailed machine operating procedures. Designs schedules, codes, operating techniques and reporting forms. Evaluates machine methods cost in comparison with manual methods cost.

This organizational unit performs a considerable volume of work of a repetitive nature, in the form of reports, statistics and record keeping which would be more costly to compile by other methods. Its principal activities are in the following areas:

Personnel - Thirty-three repetitive reports are prepared each month, dealing with such agency personnel data as qualifications of employees; strength of major organizational units; rate of personnel turnover; qualifications of applicants; and various other statistical data required for planning and developing an overall personnel program.

Fiscal and Finance - Prepares agency payrolls; compiles 181 repetitive reports each month dealing with the fiscal and financial requirements of the agency including such items as: individual earnings records, object class accounting, financial accounting of property and cost accounting.

Property, Supplies, Equipment and Services - Records of receipts and issues of stock supplies and equipment; stock status; analyses of purchases; and evaluation of domestic stocks. Stock requirements for projects.

Special Services - Records of identification badges issued. Progress of suitability and other investigations. Projects developed for operating offices to meet the requirements of their respective organizational units.

The relative distribution of time among the functional activities listed on the preceding page is as follows:

Personnel	28%
Fiscal & Finance	37%
Property - Supplies - Equipment	21%
Special Services	14%

Machines discontinued or declared excess from January 1, 1953 through June 30, 1953:

	<u>No. of Units</u>	<u>Description</u>
	3	031 Punch
	4	056 Verifier
	1	089 Collator
	1	402 Acct. Mach.
	1	514 Reproducer
	1	552 Interpreter
Total	<u>11</u>	